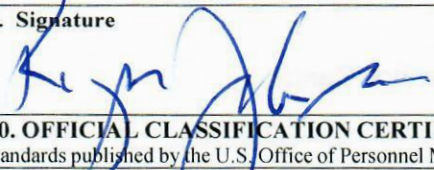
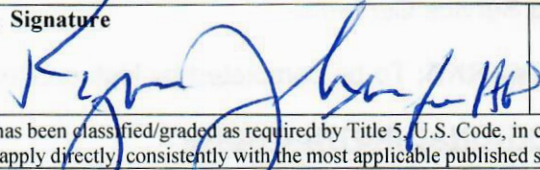
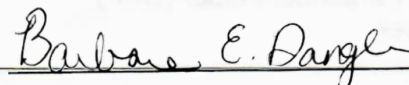


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPGS18031	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCF for Misc Admin & Prog Series, GS-0301, TS-34, 1/79; AAGEG, TS-98; 8/90					
Official Allocation	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
	Senior Advisor for the Office of International & Tribal Affairs	GS	0301	12	001
4. Supervisor's Recommendation	Special Advisor, OITA	GS	0301	12	004
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE ZIMMER, NATHANIEL W.			
7. ORGANIZATION (Give complete organizational breakdown)		e.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. OFFICE OF INTERNATIONAL AND TRIBAL AFFAIRS		g.			
c.		h. Employing Office Location Washington, DC			
d.		i. Organization Code E000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the WorkLeader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Ryan T. Jackson, Chief of Staff, EPA		d. Typed Name and Title of Second-Level Supervisor Andrew R. Wheeler, Acting Administrator, EPA			
b. Signature 	c. Date 8/15/10	e. Signature 	f. Date 8/15/10		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code N/A	
g. Bargaining Unit Code 8888	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<u>0</u> % of time) <input checked="" type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 9/5/18
11. REMARKS Excluded from bargaining unit because content of meetings may include content related to personnel and labor-management relations.					

**SENIOR ADVISOR FOR THE
OFFICE OF INTERNATIONAL AND TRIBAL AFFAIRS
GS-0301-12**

MAJOR DUTIES AND RESPONSIBILITIES

1. Serves as a Senior Advisor to the Assistant Administrator (AA) for the Office of International and Tribal Affairs (OITA). This includes:
 - a. Manages projects and studies supporting the AA's priorities, including changes in program emphasis as needed. At the AA's discretion, conducts ad hoc studies, projects, and special assignments into subjects which concern wide program areas, and highly sensitive issues. For this purpose, establishes contacts at the highest official levels, develops information, evaluates findings, prepares reports and makes recommendations to the AA through personal briefings.
 - b. Utilizing an extensive knowledge of the functions and organization of OITA and the policies of the AA, recommends operational program development efforts which reflect a commitment to improving the efficiency and effectiveness of the Agency. Serves as a sounding board on issues and problems which require the AA's personal attention.
 - c. Provides coordination with separate offices within the Agency, including the Office of the Administrator, the Office of Policy, and other necessary offices to ensure actions of the office meet the goals of the Administrator. Monitors resulting activities for the purpose of briefing the AA.
 - d. Reviews and analyzes material created by office staff and others, summarizes pertinent conclusions, and keeps the AA aware of any particularly vital points highlighted as important by the office staff, regional staff, tribal nations and international organizations. Keeps abreast of important developments affecting Agency policies and operations, and advises the AA as to significant observations presents background information and personal opinions.
2. Serves as a conduit between the AA, Principal Deputy Assistant Administrator, Deputy Assistant Administrator and Chief of Staff.
3. Represents the AA in discussions with key members of the Agency in conveying the AA's point of view, desired emphasis, and goals. In such dealings, represents and speaks authoritatively for the AA. Ensures that shifts are made in work, priorities, and program emphasis as necessary. Considers and studies comments/proposals in relation to the AA's objectives, the background and purpose of the Agency, and its programs, and existing policies, regulations and laws pertaining to the OITA programs. Acts as a source of information for the AA, keeping them informed of significant happenings and trends.
4. Attends relevant government-wide forums and conferences for and with the Assistant Administrator, or other agency officials. Assesses the impact and subsequent relevance of all matters discussed, and suggests possible avenues of approach. In this capacity, coordinates all action items that require response or information to flow to the AA. If

acting as the AA's representative, will be the spokesperson and outline policy guidance and make commitments, as previously determined, for the AA. Evaluates problems, including new or changing requirements, by considering all of the factors which may influence OITA programs, and collaborates with senior management in developing plans and programs both immediate and long-range, to achieve the AA's objectives.

5. Serves the office by elevating necessary issues to the AA in order to ensure timelines are met and the office runs effectively. Provides input on the AA's calendar to ensure the AA meets all requirements. Decides whether important or emergency matters should be brought to the AA's attention when these officials are absent, but accessible.
6. Performs other duties as assigned.

FACTOR LEVEL DESCRIPTIONS

FACTOR 1: KNOWLEDGE REQUIRED-LEVEL 1-7

1250 POINTS

Incumbent must have a thorough and complete knowledge of the Agency organizational structure; key staff, delegated functions and program locations. Must be cognizant of current high priority and sensitive program issues and policies being addressed in the Agency. Must have the capacity to make rapid, accurate decisions on a large volume of communications flowing through the immediate office for rapid and appropriate disposition. Ability to negotiate sensitive issues effectively and to successfully express ideas orally and in writing, to organize ideas and present facts in an objective manner.

Skill dealing with officials at the highest levels of Federal, State and local government and Congressional staffs.

Ability to work effectively under the pressure of tight time frames and rigid deadlines. Knowledge of the program goals and objectives, work processes, and administrative operations of the Agency.

Comprehensive knowledge of the Assistant Administrator's policies and views on all significant organizational matters in order to represent the Assistant Administrator and the agency at events and to brief staff members or other persons outside the organization on the Assistant Administrator's views on current issues.

A thorough knowledge of the duties, priorities, commitments, policies, and goals of the AA and the Office for International and Tribal Affairs.

FACTOR 2: SUPERVISORY CONTROLS-LEVEL 2-4

450 POINTS

The incumbent works under the general supervision of the Assistant Administrator. The employee develops an acceptable project plan which typically includes identification of the work to be done, the scope of the project, and deadlines for its completion. The employee works under broad guidance principles and is fully responsible for day-to-day

management decisions operating under their own initiative. Incumbent is expected to implement existing policy as it applies to problems relating to the smooth running of the program. Work is reviewed in terms of established standards and instructions on timeliness and quality. Results of the work are considered to be typically authoritative and are normally accepted without significant changes. The incumbent is expected to bring complex issues to the AA and seek advice and guidance in sensitive cases. The incumbent is expected to have in-depth knowledge of the substantive functions of the organization and its program objectives and regulatory procedural requirements.

FACTOR 3: GUIDELINES- LEVEL 3-4

450 POINTS

Guidelines consist of Agency policy and guidance, general administrative policies and management and organizational theories which require considerable adaptation and/or interpretation for application to issues and problems studied. Administrative policies and precedent-setting studies provide a basic outline of results desired, but do not go into detail as to the methods used to accomplish the project. Administrative guidelines usually cover program goals and objectives of the employing organization. Within the context of broad regulatory guidelines, the employee may refine or develop more specific guidelines such as implementing processes or methods.

FACTOR 4: COMPLEXITY- LEVEL 4-4

225 POINTS

The work includes various duties involving different and unrelated processes and methods. The incumbent must identify and understand the interrelationships between the various procedures and controls, between the various operations of the office and those interested in its operations. Decisions on what needs to be done are based on the incumbent's knowledge of the priorities and goals of the AA.

FACTOR 5: SCOPE AND EFFECT- LEVEL 5-4

225 POINTS

The purpose of the work is to assess the productivity, effectiveness, and efficiency of program operations and to analyze and resolve problems in the effectiveness and efficiency of administrative support and staff activities. Work involves establishing criteria to measure and/or predict the attainment of organizational goals and objectives. Work includes developing related administrative regulations and promulgating program guidance for application across organizational lines.

Work contributes to the improvement of productivity, effectiveness, and efficiency in program operations and administrative support activities at different echelons within the organization. Work affects the plans, goals, and effectiveness of missions and programs at these various echelons.

FACTORS 6/7: PERSONAL CONTACTS /PURPOSE OF CONTACTS- LEVEL 4B 160 POINTS

The personal contacts are with high ranking officials from within and outside the Agency at national and international levels in highly unstructured settings. For example, high ranking officials with EPA, other Federal agencies, environmental groups, the White House, Members of Congress, etc.

Contacts are for the purpose of planning and coordinating the work of the Office, resolving problems through such duties as ensuring that work is carried out efficiently and effectively; ensuring the smooth flow of correspondence, decisions; and tracking assignments to ensure that required actions are completed.

FACTOR 8: PHYSICAL DEMANDS-LEVEL 8-1

5 POINTS

The incumbent's work requires some walking, standing, bending, and carrying light objects such as books and papers.

FACTOR 9: WORK ENVIRONMENTAL -LEVEL 9-1

5 POINTS

The work is performed in an office setting.

TOTAL POINTS: 2770

GS-12 Grade Range: 2755-3150